Example of HRIS Business Analyst Job Description

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Our innovative and growing company is looking for a HRIS business analyst. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for HRIS business analyst

- Maintain a high level of attention to detail and focus on accuracy, due to the confidential nature and large volume of global HR reporting
- Work with Internal Audit by providing data analysis to remain compliant with HR controls
- Troubleshoot data related production issues and work with HR Systems and IT to drive process improvements or implement appropriate workarounds
- Serve as a key liaison with third parties and other stakeholders, payroll
- Working with IT, partners and collaborates with external vendors (i.e., ADP, T&T, Lumesse,) and corporate HR/PR stakeholders to analyze information and business need and deliver functional and technical requirements to the Workday development and Quality Assurance teams
- 5+ years of related experience in HRIS and Payroll (Workday) with at least 3 years of system specification writing and development experience
- Provide day to day support for system issues in Core HR, Learn, Taleo, Workforce Management and Compensation management modules
- Works with HR staff in assessing needs for various business functions within the department
- Conduct analyses
- Map out possible outcomes

Qualifications for HRIS business analyst

- Strong hands-on experience on 2 of more of the following Workday modules

- Ability to work well with business users in solutions design, development and QA
- Utilize workday reporting tools to develop on-going reporting and analytics
- Ability to effectively document, track and troubleshoot workday HR applications
- Experience with managing impact of requirements to application design
- Interest in, or knowledge of Project Management frameworks/methodologies preferred